

**IF YOU HAVE KNOWLEDGE OF A FOREIGN LANGUAGE -PLEASE COMPLETE
AND RETURN TO HRO ON FIRST DAY OF EMPLOYMENT.**

FOREIGN LANGUAGE: _____
DATE LAST TESTED: _____

OVERALL PROFICIENCY LEVEL	CHECK ONE		
EXTREMELY LIMITED			
VERY LIMITED			
LIMITED			
ROUTINE KNOWLEDGE			
PROFICIENT			
VERY PROFICIENT			
EQUIVALENT TO NATIVE			
EQUIVALENT TO WELL-EDUCATED NATIVE			
OCCUPYING LANGUAGE POSITION			
REFUSED TO TEST			
UNKNOWN			
PROFICIENCY IN READING, SPEAKING, LISTENING	READING	SPEAKING	LISTENING
NO PROFICIENCY			
MEMORIZED PROFICIENCY			
ELEMENTARY PROFICIENCY			
ELEMENTARY PROFICIENCY PLUS			
LIMITED WORKING PROFICIENCY			
LIMITED WORKING PROFICIENCY PLUS			
GENERAL PROFESSIONAL PROFICIENCY			
GENERAL PROFESSIONAL PROFICIENCY PLUS			
ADVANCED PROFESSIONAL PROFICIENCY			
ADVANCED PROFESSIONAL PROFICIENCY PLUS			
FUNCTIONALLY NATIVE PROFICIENCY			

DOES NOT APPLY ☐

EMPLOYEE NAME: _____

Social Security Number: _____

Privacy Act Notice: AUTHORITY, 5 U.S.C. 3301, 3301, Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which requires agencies to use the SSN as the means for identifying individuals in personnel information systems. Your SSN will only be used to ensure that your correct information is recorded along with the other employee information that your agency and OPM collects on you. This information is used by the Civilian Personnel Office (Total Force Strategy & Management Office) and management officials to properly identify employees who are hired into the Department of the Navy and to properly set up the employees records. Furnishing your SSN or any other requested data for this collection effort is voluntary and failure to do so will have no effect on you. It should be noted, however, that where individuals decline to furnish their SSN, the SSN will be obtained from other records in order to ensure accurate and complete data.